

INSTRUCTIONS FOR COMPLETING CERTIFICATE OF RECORDS DESTRUCTION (RM-3 FORM)

The RM-3 documents that records were destroyed properly and in accordance with the *Virginia Public Records Act*.

Before a state agency or locality can destroy public records:

- A Records Officer for your organization must be designated in writing by completing and filing a RESPONSIBILITIES OF STATE AGENCY AND LOCAL GOVERNMENT RECORDS OFFICERS (RM-25 FORM) with the Library of Virginia.
- Records to be destroyed must be covered by a Library of Virginia-approved general or agency-specific RECORDS RETENTION AND DISPOSITION SCHEDULE and the retention period for the records must have expired.
- All investigations, litigation, and required audits must be completed. Existing records can not be destroyed if they are pertinent to an investigation (including requests under the *Freedom of Information Act*), litigation, or where a required audit has not been undertaken.
- The organization's designated Records Officer and an Approving Official must authorize records destruction by signing each RM-3 form.

After a state agency or locality has destroyed public records:

- The individual or company responsible for destroying the records must sign and date block 9 of the RM-3 form. This final signature certifies the records have **actually been destroyed**.
- A copy of the RM-3 form must be retained by the organization pursuant to GS-19 for localities or GS-101 for state agencies.
- The RM-3 form, with all original signatures, must be mailed to the Library of Virginia where it will be retained for fifty (50) years.

Mail forms to: Library of Virginia
Archival and Records Management Services Division
Records Analysis Section
800 E. Broad Street, Richmond VA 23219-8000

For additional information on records destruction refer to the *Virginia Public Records Management Manual*.

Instructions:

1. Enter full name of agency, locality or organization.
2. Enter name of division, department, and section.
3. Enter name of individual completing the form, preferably the individual responsible for or familiar with the records.
4. Enter address of the agency or locality completing the form.
5. Enter telephone number of the person completing the form including extension, if applicable.
6. Records to be destroyed:
 - a) Enter both the retention schedule and series numbers that apply to the records to be destroyed. ENTER ONLY ONE SERIES NUMBER PER LINE.
 - b) Enter the exact records series title as listed on the approved retention schedule. You may add detail to this title if it is important to identifying the records.
 - c) Enter the date range of the records to be destroyed, from oldest to most recent. Indicate starting month/year and ending month/year.
 - d) Enter the location where the records are stored (optional).
 - e) Enter the total volume or amount of records to be destroyed. Refer to the Volume Equivalency Table (available from the Archival and Records Management Services Division) to convert boxes or drawers of paper or microform records to their cubic foot equivalents. If destroying electronic records, enter the approximate size of the files by megabyte, type of media containing data, or number of files.
 - f) Enter the method used to destroy the records, i.e., trash, shredding, recycling, landfill, burning, etc.
7. Printed name and signature of individual responsible for maintaining records or agency/locality head.
8. Printed name and signature of agency/locality Records Officer.
9. Enter name of individual or company that destroyed the records and the date they were destroyed.

If multiple RM-3 forms are submitted, all three required signatures must be on each page.

EXAMPLES:

a) Schedule and Records Series	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
GS-12; 010496	Garnishments	1/1960 – 12/1997	Basement	15 cu. ft.	Burned
GS-102; 012129	Payroll Records – Non CIPPS: Deduction Authorizations	7/2001 – 6/2002	Server 4	30 MB	Electronic Shredding
601-030; 100095	Hospice Program Records	1/1999 – 12/2003		2 cu. ft.	Shredded by vendor
301-55; no series number	Dairy Products Inspections Records	7/1995 – 6/2005	Rm. 504	52 cu. ft.	Shredded in-house